

U. S. District Court Western District of Louisiana

Services for Attorneys

Uniformed Local Rules of the United States District Court for the Western District of Louisiana

Copies of the Local Rules are available in the Clerk's office free of charge. The Local Rules can also be accessed at this web site.

Certificates of Good Standing in the Bar of the U. S. District Court for the Western District of Louisiana

Members of the bar of the U. S. District Court for the Western District of Louisiana may request a certificate of good standing by submitting a letter to the clerk's office in Shreveport and paying a \$15 fee for each certificate.

After-Hours Filing

The Clerk of Court's office for the Western District of Louisiana has after-hour deposit boxes located at the entrance of the court buildings. You must stamp your pleading with the time clock and deposit the pleading into the deposit box.

Notices by Fax

The clerk will serve notice of orders and judgments by fax instead of mail to attorneys who agree to participate in this program. To obtain a registration form, please call 318-676-4228, or download the [form](#) from this web site.

PACER

[PACER](#) is the Public Access to Court Electronic Records service provided by the clerk's office. PACER permits interested individuals to remotely access by computer electronic case summaries and docket information of civil and

criminal cases filed with this court.

PACER is available on the Internet or by use of the dial-up service. Whether you access PACER on the Internet or use the dial-up service, you will be required to use a login and password issued by the PACER Service Center. If you do not already have a PACER account, you may register online at <http://pacer.psc.uscourts.gov> or call (800) 676-6856 or (210) 301-6440, or by email at pacer@psc.uscourts.gov to obtain a registration form. It takes about a week to receive a login and password from the PACER Service Center. If you send email, please include the name of the specific court you are referring to. (United States Court - Western District of Louisiana)

Dial-up: When using PACER with the dial-up method, the Judiciary imposes a nominal \$.60 per minute access fee. This rate is set nationally. Users must have a PC, modem, and appropriate communications software in order to access PACER. For further information, please call the PACER Service Center at the numbers mentioned above.

Internet Access: When using PACER via Internet access, there is a \$.07 per [page](#) charge for downloading case information. For further information, please call the PACER Service Center at the numbers mentioned above.